

Date: _____

NOTIFICATION LETTER FOR FREE/REDUCED PRICE MEALS

Dear _____:

Your application for free/reduced price meals has been:

- _____ Approved for free meals
- _____ Approved for reduced price meals
- _____ Denied for the following reason(s): _____

- _____ Income is over the allowable amount
- _____ Incomplete application. The following information is missing:

- _____ Other: _____

If you do not agree with the decision, you may discuss it with the designated school official and you have the right to a Fair Hearing. This can be done by calling or writing the following official:

Name: _____
Address: _____
Phone: _____

If you are not eligible now but have a decrease in household income or have an increase in family size, fill out an application at that time. If you become unemployed, your children may be able to get free or reduced price meals during the time you are unemployed.

You may reapply for benefits at any time during the school year.

Sincerely,

Name: _____ Title _____

In accordance with Federal Law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on basis of race, color, national origin, sex, age, or disability. To file a complaint of discrimination, write to *USDA, Office of Civil Rights, Room 326-W, Whitten Building, 1400 Independence Avenue, SW, Washington, DC 90250-9410* or call 202-720-5964 (voice and TDD). USDA is an equal opportunity provider and employer.